

	TRANSFER POLICY – CIVILIAN PROCEDURES “ADDENDUM D PROCESS” PHOENIX POLICE DEPARTMENT	Operations Order 4.6.04 PAGE 1
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1. **TRANSFER/HIRE/PROMOTIONAL PROCEDURES** - Hiring authorities will refer to the City Human Resources (HR) Department's [Supervisor's Toolkit for Selection Interviews and Hiring Process Guidelines](#).
 - A. **ALL** professional staff vacancies and newly created positions within the Department, including temporary and grant positions, will be advertised in the Transfer Opportunities Bulletin (TOB).
 - (1) Employees who meet the requirements/are eligible as outlined in the TOB advertisement, and who are interested in being considered for a position, will submit a Transfer Request Form 80-515D, résumé, and any other requested documentation through the chain of command to the contact person listed in the advertisement.
 - (2) In some situations, a recruitment process by the City HR Department may be necessary to fill a vacancy (see section 1.E below for more information).
 - B. **Permanent Regular Positions**
 - Hiring authorities will ensure employees who have submitted a Transfer Request form are currently on the City certified eligible list or are a lateral transfer within the same job classification and have passed probation.
 - * The City certified eligible list should also be reviewed for other qualified persons to be interviewed for the position.
 - C. **Temporary and Grant-Funded Positions** – The initial filling of a temporary/grant funded position does not require the individual to be on a City eligibility list.
 - To be considered for a permanent regular position, the individual must be on the City certified eligible list for that classification.
 - Time spent in a temporary/grant funded position does not count toward satisfying the probationary period unless the probationary employee was in a regular permanent position in the same classification and transferred to the temporary position prior to the end of the probationary period.
 - Contact the Fiscal Management Bureau (FMB)/HR section at 602-262-6131 for more information.
 - D. **Selection Interview Process** - Hiring authorities will select persons to be interviewed for the position based on qualifications/skills.
 - If the selection interview process does not provide a qualified candidate, a new recruitment process may be requested (see section 1.E below).
 - E. **Recruitment Process** - When there is no current City certified eligible list, there are only a few names remaining on a list, or the selection interview process does not provide a qualified candidate, a new recruitment process may be requested.
 - Hiring authorities will contact the FMB/HR section to request a recruitment process through the City HR Department.
 - * The City HR Department will solicit qualified applicants through various local and/or national advertisements.
 - See [Personnel Rule 8](#), a-h, for information on employment lists.
 - F. **Hiring Process** - After the selection interview process:
 - (1) If any of the finalists are from outside the Department, hiring authorities will:

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1. F. (1) (a) Give the finalists a background packet to complete.
 - They will be advised to follow the instructions provided in the packet for completion and scheduling of a background interview at the Employment Services Bureau (ESB).
- (b) Notify the civilian hiring coordinator in ESB of the finalists.
 - ESB will process the finalists and conduct background investigations.
- (2) The most qualified candidate will be offered the position, and the other candidates will be notified of the results and that the selection process is closed.

2. **SHIFT/SCHEDULE CHANGE PROCEDURES**

- A. This procedure is used when a bureau/precinct has an opening within a specific job classification (detention officer, police aide, police assistant, municipal security guard, etc.) that has multiple positions with different hours and/or days off.
 - All other positions are filled by the process outlined in section 1 of this order.
- B. The affected bureau/precinct will advertise the open position (job classification, work hours, and days off) only within the bureau/precinct.
 - Transfer Request forms will not be used for this type of transfer.
 - Employees may request to be considered for the position by memorandum or e-mail.
 - * Applying employees must currently work in the same classification as the vacancy and perform identical duties.
 - Selections will be based on seniority.
- C. If a position remains open or there is a remaining open position, the vacancy will be filled with the process listed in section 1 of this order.
- D. The shift change procedures in section 2 of this order do not apply to the Communications Bureau; see the [Communications Bureau manual](#) for information.

Last Organizational Review: